

4-6154

MEMORANDUM FOR: General Counsel
Auditor-in-Chief
Acting Personnel Director
Acting Comptroller
Chief, Logistics Office
Chief, Organization and Methods Service
Chief, General Services Office
Chief, Medical Staff

SUBJECT : [REDACTED] Travel

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1. In order to keep [REDACTED] the Office of Operations apprised of Agency personnel in their areas, it is requested that all individuals from your Office advise the Contact Division, Office of Operations, before traveling within [REDACTED]

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(Extensions 22(1-2) should be given the names and destinations of the individuals traveling, the dates of arrival, and the probable length of stay.

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2. The Contact Division has offered its full assistance to Agency personnel in the field. In its capacity [REDACTED] organization it can act officially for the Agency, assist in emergencies, make appointments with representatives of businesses and other non-Governmental organizations, and provide teletype communication with Headquarters. [REDACTED]

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For your information, a field directory listing their locations is attached.

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15/
L. K. WHITE
Acting Deputy Director
(Administration)

Attachment:
Field Directory

SA/DD/A:RDH:sh(9 Nov 53)

cc: 1 - C/Contact Division
1 - Director of Security
1 - DD/A Chrono
1 - DD/A Subject

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